

***THE STATE UNIVERSITIES CIVIL SERVICE ADVISORY
COMMITTEE, EXECUTIVE COMMITTEE
August 14, 2014***

Chair Michael Pulley called the meeting to order.

Roll Call by Gary Fry, Present was Mike Aper, Gary Fry, Richard Marr, Cris Milliken, Michael Pulley, Denise Rothenbach and Peter Skrypkun.

A motion to table approval of the July 16, 2014 Executive Committee meeting minutes until the October Quarterly meeting was made by Gary Fry and seconded by Cris Milliken. The motion passed.

The committee had no Guests.

There was no Correspondence.

Nobody requested time for Public Comment

Chair Michael Pulley had no report.

The Executive Committee discussed technicalities and requirements needed for electronic voting.

Mike Aper made a motion to vote on all Action Items with one motion. This was seconded by Richard Marr. Motion Passed.

A motion to approve Action Items 8, 9 and 10 (see below), as discussed and written, was made by Cris Milliken and seconded by Peter Skrypkun. Motion passed.

A motion to adjourn was made by Mike Aper and seconded by Cris Milliken. Meeting adjourned.

Action Item 8: Compose and pass restrictions for the use of electronic voting during the suspended by-laws period for the approved universities as directed in the July 2014 SUCSAC meeting

Security Requirements

Paper Ballot Only

1. Follow all rules and regulations as written in the State Universities Civil Service Advisory Committee By-Laws.

Electronic Voting Only

1. The election will follow the same date requirements as paper ballots, as required by our By-laws. The electronic ballots will be made available the 3rd Tuesday of October beginning at 12:01 AM through 11:59 PM.

2. The system used for electronic voting must ensure the following:
 - a. Only eligible Civil Service employees, as defined in Article II, Section IV, Number 9 of the By-laws have access to the system.
 - b. It is made impossible to vote more than once.
 - c. The system must not identify who an eligible employee voted for, only that the particular eligible employee voted.
 - d. Authentication to the system will require official University electronic credentials.
 - e. Election results from electronic voting will either be emailed to the DER, or sent in a sealed envelope to the DER within 24 hours of the close of election.
 - f. All other time-lines and notifications must be followed as indicated in the State Universities Civil Service Advisory Committee By-Laws.

Electronic Voting and Paper Ballot

1. If allowing both electronic and paper ballots, all rules and regulations will still be followed for paper ballots. The electronic ballots will be made available the **2nd Thursday** of October beginning at 12:01 AM through 11:59 PM only if offering both. All other restrictions regarding electronic voting will be followed as indicated above.
 - g. A list of all eligible Civil Service employees, as defined in Article II, Section IV, Number 9 of the By-laws, who voted via the electronic system, will be provided to the DER by the 3rd Monday of October to prevent an employee from voting both electronic and by paper ballot.

Action Item 9: Compose and pass the data collection request from the approved universities as directed in the July 2014 SUCSAC meeting

Data Collection to Assess Pilot Program Viability

1. The number of eligible Civil Service employees, as defined in Article II, Section IV, Number 9.
2. The number of employees that voted categorized by means.
3. What specific program or software tool did you utilize for electronic voting?
4. If possible, please provide any historical data from previous elections concerning voter turnout.
5. Any concerns, suggestions, or comments from the perspective of the DER office, voters, or IT department.
6. Do you feel that the option of electronic voting is beneficial to your campus and how?

Action Item 10: Compose and pass the announcement letter to be included in the election packets to the approved universities, which will include the announcement letter, restrictions, and data collection request as approved in the July 2014 SUCSAC meeting

